



INDIANA COMMISSION  
for  
HIGHER EDUCATION



## School Counselor User Agreement for Confidential Information

Name of Individual Requesting Access:

A User of the School Enrollment and Affirmation System (hereafter referred to as "SEAS") is bound by various restrictions regarding the use of confidential information, prepared for, entered into and displayed within SEAS and other communication from the Office of 21st Century Scholars/Indiana Commission for Higher Education (ICHE).

It is a student's and/or parent's decision about what level of information is to be shared with any User. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and IC 20-33-7 protect and provide guidance to ensure the privacy of student education records. User must adhere to Indiana Statute and FERPA regulations in the handling of student information.

### USER PRINCIPLES

A User ID and Password gives you access to SEAS. **You must initial each item below** to indicate your understanding and acceptance of the proper use of your ID and password. Failure to uphold the confidentiality standards set forth below is grounds for your immediate termination of access to SEAS.

(Initial  
below)

	I acknowledge that the Office of 21st Century Scholars/ICHE has provided me with information technology and access to confidential information to assist me in the execution of my duties and responsibilities associated with the 21st Century Scholars Program.
	I understand that this information technology and the confidential information provided to me is to be used strictly to conduct Scholar Program business, and that the confidential information received is not to be used for personal and/or non-official purposes.
	I will not engage in unauthorized access or jeopardize the security and/or confidentiality of participants in the 21st Century Scholars Program.
	My User ID and Password are for my use only and must not be shared with anyone. I must take all reasonable precautions to keep my Password physically secure. I will not permit others, including, but not limited to co-workers, to use confidential information which the 21st Century Scholars Program/ICHE has provided me.
	I am aware that inappropriate use of confidential information may result in action being taken against me. I am also aware that the 21st Century Scholars Program retains the right to pursue prosecution when abuse, either intentional or neglectful, of confidential information is suspected to be in violation of law.
	I understand that confidential information may include, but is not limited to: social security numbers, addresses, and telephone numbers, as well as all educational and financial information pertaining to the students, guardians or households. If I am uncertain whether information is confidential, I will refrain from sharing this information and secure clarification before it is disseminated.
	I hereby acknowledge that I have read this document, fully understand it, and agree to abide by it as a condition of the agreement.

### USER RESPONSIBILITIES

1. User must respect and allow the students' and guardians' preferences with regard to the entry and sharing of information (i.e., to revoke consent).
2. The User has primary responsibility for the information entered by the User. The Information must be truthful, accurate and complete to the best of User's knowledge.
3. The User will not solicit from or enter information about students or guardians into the SEAS unless the information is required for a legitimate business purpose such as to provide services or assistance to the student.

## PASSWORD PROCEDURES

1. When your User's account is created on the SEAS, you will be issued a temporary password. You will be required to change the temporary password the first time you log onto the SEAS.
2. Your new password must have at least one number, must be between 10 and 20 characters, must have at least one special character (such as !,.,{}[]@#\$\$%^&\*()), must contain at least one capital letter, and cannot be any of the previous six passwords you have used.
3. Passwords are your responsibility and you may not share passwords. They should be securely stored and inaccessible to other persons. Passwords should never be stored or displayed in any publicly accessible location and should not be transmitted electronically without 21st Century Scholars Program/ICHE permission.
4. You should change your password periodically (e.g., at least once every quarter).

## USER GRIEVANCE PROCEDURE

If you have a grievance with this Code of Ethics, you may send a written complaint to: The Office of 21st Century Scholars/ICHE, 402 West Washington Street, Indianapolis, IN 46204, ATTN: SEAS User Agreement Grievance.

User Information					
First Name:		Last Name:		Position:	
Email:				Phone:	
School Information					
Counselor:	<input type="checkbox"/> High School <input type="checkbox"/> Jr. High School <input type="checkbox"/> Jr./Sr. High School				
School Name:					
Address:					
City:		State:	IN	Zip:	

SEAS Request	
Please provide your SEAS username if you currently have one assigned:	

Agreement Acknowledgement			
School Counselor:		Date:	
<i>By typing/printing your name, you acknowledge that you agree to the terms and conditions of this agreement</i>			

School Verification	
<p>All User Agreement requests must be fully completed, signed, and include <b>the School Seal affixed in the appropriate location</b> in order to process your request.</p> <p><b>PLEASE RETURN THE FORM TO <a href="mailto:tharewood@sfa.che.in.gov">tharewood@sfa.che.in.gov</a>.</b></p>	<div><p><b>Affix School Seal Here</b></p></div>